

COVER SHEET

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Change 1 to DM 715-1-1 has been incorporated into the basic memorandum. Users please note that Paragraph 8 and Appendix A have been superseded by DR 715-1-2, 1 Oct 85.

DEPARTMENT OF THE ARMY  
Omaha District, Corps of Engineers  
6014 U.S. Post Office and Courthouse  
Omaha, Nebraska 68102

DM 715-1-1  
Change 1

MROSD-P

Memorandum  
No. 715-1-1,  
Change 1

15 July 1984

Procurement  
SMALL PURCHASE PROCEDURES

1. The purpose of this change is to update DM 715-1-1, 14 November 1983, to reflect changes in Blanket Purchase Agreements (BPA) and SF Form 44.
2. Make the following page changes:

Remove Old Pages

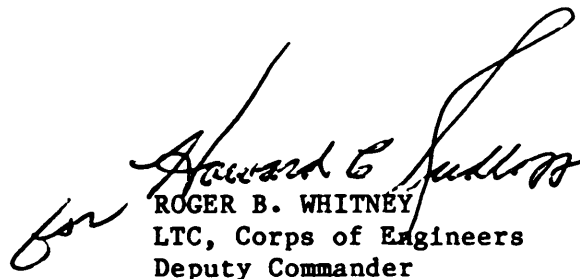
C-1 and C-2  
D-1 and D-2  
I-3 and I-4

Insert New Pages

C-1 and C-2  
D-1 and D-2  
I-3 and I-4

3. File this change in front of the publication for reference purposes.

FOR THE COMMANDER:

  
for  
ROGER B. WHITNEY  
LTC, Corps of Engineers  
Deputy Commander

DISTRIBUTION:

A  
B

DEPARTMENT OF THE ARMY  
Omaha District, Corps of Engineers  
6014 U. S. Post Office and Courthouse  
Omaha, Nebraska 68102

DM 715-1-1

MROSD-P

Memorandum  
No. 715-1-1

14 November 1983

Procurement  
SMALL PURCHASE PROCEDURES

1. Purpose. This memorandum prescribes uniform procedures for purchasing supplies, services, and construction work under small purchases procedures.
2. Applicability. It is applicable to all elements of the Omaha District.
3. References.
  - a. DAR Section 3, Part 6, and Section 5.
  - b. ADARS Section 3, Part 6.
  - c. ER 1180-1-1, Section 4, Part 71.
4. General. The small purchases procedure is a simplified method of purchasing supplies, services, and construction work where the aggregate amount of each purchase does not exceed \$25,000.00. The objective of the small purchases procedure is to reduce administrative cost and save time. Generally, therefore, the Request for Quotation and purchase order terms, conditions and specifications are less formal than in other types of contracting. The Procurement and Supply Division, is responsible for the operation and administration of the small purchase program.
5. Split Purchases. Requirements with an aggregate amount exceeding \$25,000.00 will not be split in order to use this procedure.
6. Small Business Set-Aside. All small purchase requirements shall be set-aside for participation only by small businesses when it is expected that two or more quotes will be received from small business firms. Each request for quotation, set-aside for small business, shall contain the following statement:

NOTICE OF SMALL BUSINESS-SMALL PURCHASE SET-ASIDE (1980 AUG)

Quotes under this acquisition are solicited from small business concerns only, and this acquisition is to be made only from a small business concern. This action is based on Section 221 (j) of Public Law 95-507. Quotes received from firms that are not small business concerns shall not be considered and shall be rejected. The Procurement and Supply Division, is responsible for the operation and administration of the small purchase program.

Section 1 Part 706.1 and 706.5 of the Defense Acquisition Regulation contains information and definitions of small business concerns. If the purchase cannot be set-aside for small business, a statement of justification shall be placed on the competitive bid record.

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This memorandum supersedes DM 715-1-1 dated 5 November 1979 and cancels DM 715-1-2 dated 15 April 1983.

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7. Authority - Ratification.

a. Only designated contracting officers and ordering officer acting within the scope of their authority place orders for supplies, service, or construction. These officials may place orders only up to the amount designated in their respective warrants. No other individual, regardless of his or her position is authorized to commit the Government to pay monies for any item, service or construction work. Subject to the limitations and procedures prescribed in ADARS 1-454, an otherwise unauthorized action may be ratified by the Chief, Procurement and Supply Division. The ratification action, however, will only be considered after the individual making the unauthorized purchase has forwarded to the Chief, Procurement and Supply Division documentation concerning the transactions including:

(1) A statement signed by the individual describing the circumstances, why normal procurement procedures were not followed, what bonafide Government requirement necessitated the commitment, whether any benefit was received, its value and any other pertinent facts, and;

(2) All other relevant documents including orders, invoices or other documentary evidence of the transaction.

b. If the Chief, Procurement and Supply Division concurs that the commitment should be ratified, that individual will:

(1) Verify the accuracy and completeness of the documentation;

(2) Determine measures taken to prevent a recurrence of unauthorized commitments including recommendation to the Commander any disciplinary action; and

(3) Provide complete purchase description and funding for ratification.

c. The Chief, Procurement and Supply Division may ratify the action if all aspects of ADARS 1-454.4c and d are complied with. If there are compelling reasons why the action should not be ratified, the individual responsible for making the unauthorized action will be responsible for payment of the commitment.

d. The above does not apply to orders properly placed by telephone or otherwise by authorized personnel and then confirmed by issuance of a order.

In this case, the action shall be documented and the order annotated as follows:

CONFIRMS VERBAL ORDER PLACED WITH \_\_\_\_\_ (Individual) \_\_\_\_\_ ON \_\_\_\_\_ (date) \_\_\_\_\_  
DO NOT DUPLICATE

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8. Purchase Request.

Paragraph 8 Super-  
seded by  
DR 715-1-2  
1 Oct 85

a. Requirement for all small purchases shall be identified on DA Form 3953 entitled Purchase Request and Commitment and Continuation Sheet DA Form 3953a and submitted to the Procurement and Supply Division or the appropriate field ordering officer for action. The DA Form 3953 shall be approved by the division chief, area engineer, project manager, or his/her principal assistant. Requisitions will be numbered consecutively on a fiscal year basis beginning with number "1." The number will consist of the unit's identifying symbol, the last two digits of the fiscal year and the serial number. (See Appendix A.)

b. Exception to the above is office equipment, furniture, cameras, copiers, micrographic equipment, printing equipment or any office property item which PRIIP funds in an amount which exceeds \$1,000.00 unit price is required. These requisition numbers should be assigned and the requisition approved by the Office of Administrative Services.

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9. Small Purchase Methods.

a. Imprest Fund. This is a cash fund used to make immediate cash payments for authorized purchases not in excess of \$150.00. It may be used to purchase supplies or services either at the supplier's place of business or at destination. This fund may also be used for payment of local delivery charges, parcel post (including COD postal charges) of \$75.00 or less. (See Appendix B.)

b. Standard Form 44 (Purchase Order-Invoice-Voucher). This is a multi-purpose form designed for over-the-counter purchases only when the supplies or services are immediately available and one delivery and one payment will be made. (See Appendix C.)

c. DD Form 1155 (Order for Supplies and Services). This form is used as a purchase order when it is not appropriate to use either the Imprest Fund or Standard Form 44 method; may also be used as a delivery order. (See Appendix D.)

d. Blanket Purchase Agreements. This is a simplified method of filling repetitive needs for small quantities or supplies and services by establishing "Charge Accounts." Such agreements will be prepared by the Procurement and Supply Division on DD Form 1155.

10. Interdepartmental and Coordinated Procurement. Certain supplies and services must be obtained from or through the following Government departments or agencies:

a. GSA Sources. The GSA Supply catalog contains a comprehensive list of commodities and services which are available or mandatory for procurement from GSA stores depots, National and Regional Federal Supply Schedules, and Regional term contracts:

(1) Items Available from Depot Stock. Items which are authorized for local purchase and listed in the GSA Supply catalog shall be obtained from the depots unless delivery requirements cannot be met or the order does not exceed \$25.00. Items are to be requisitioned by GSA Standard Form 344 FEDSTRIP (Federal Requisitioning and Issue Procedure). (See Appendix E.)

(2) Mandatory Federal Supply Schedules. Each schedule must be examined to determine whether there are any exceptions to mandatory use. (Normally, there is a small order limitation which each contractor may accept or decline.)

(3) Federal Supply Schedules not Mandatory upon the Department of Defense. These schedules will be considered as a primary source of supply and will be used to obtain required items that are available thereunder, unless the items are available from local sources at equal or lower price.

(4) Regional Term Contracts. To be used in the same manner as Federal Supply Schedules, (2) and (3) above.

b. Federal Prison Industries, Inc. Items in the following general categories must be obtained from Federal Prison Industries, Inc., unless (1) the items are available from a GSA store's depot, (2) the total cost of the order does not exceed \$25.00, or (3) clearance for "open market" purchase has been granted by Federal Prison Industries, Inc.:

Brooms and Brushes	Mats, deck and door
Canvas goods	Mattresses
Cotton textiles (duck, drill, etc.)	Shelving
Furniture, wood and metal	Signs, traffic
Gloves and mittens	

c. National Industries for the Blind. Items in the following general categories must be obtained from the National Industries for the Blind unless (1) the items are available from either a GSA store's depot or the Federal Prison Industries, or (2) the total cost of the order does not exceed \$25.00:

Bedding (springs, mattresses, pillowcases, etc.)	Brooms and brushes
Auto safety belts	Mailing bags
Bulletin boards, plywood	Mopheads and handles

11. Central Procurement. The following items are subject to central procurement on an annual, semiannual, or as-required basis. All requirements will be referred to the Procurement and Supply Division unless otherwise specified:

Dredging sleeves, rubber  
Engineer flags, ensigns, and pennants  
Life preservers, buoyant vests, and ring buoys  
Lumber and allied products (one carload or more and as prescribed in AR 715-8)  
Paint, special formulations (primarily vinyls and as prescribed in Guide Specification CE-1409)  
Standardized survey discs (as prescribed in ER 1110-1-1001)  
Diamond drill bits and reaming shells  
Decalcomania for marking personal property  
Charts for hydroelectric powerhouse recording instruments

12. Petroleum Products.

a. The term petroleum products includes gasoline, kerosene, diesel, and burner fuel, lubricating and gear oils, greases, and solvents. Annual or semiannual requirements will be submitted to the Procurement and Supply Division as requested so that they may be reviewed and forwarded for procurement by the Defense Fuel Supply Center. Copies of resultant contracts will be furnished to the applicable installations.

b. Local procurement is authorized under the following conditions:

(1) Gasoline, kerosene, diesel, and burner fuels and solvents - when the total yearly requirement for item for any one location is estimated to be 10,000 gallons or less, or where no Defense Fuel Supply Center contract exists.

(2) Other petroleum products - when not available from Defense Fuel Supply Center contracts.

c. All requirements for transformer insulating and hydraulic turbine oils will be submitted to Procurement and Supply Division for procurement.

13. Procurement of Items of Foreign Origin. Current regulations impose rigid restrictions on the procurement of items of foreign origin (foreign-made and those containing material of foreign origin). The only foreign items that may be purchased without regard to country of origin or prior written approval are (a) the following food items: bananas, tea, coffee, spices, herbs, sugar, cocoa, cream of tartar, tapioca, and coconut, and (b) items obtained from a GSA store's depot. All other items may be purchased only with prior written approval at the level designated. Many commonly known and used items are in this category such as photographic, electronic,

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surveying and drafting equipment, stop watches, manila rope, cocoa fiber mats, etc. Requirement for foreign items, other than those to be obtained from GSA depots, should be referred to the Procurement and Supply Division.

14. Miscellaneous Items and Services.

a. Procurement of the following items is governed by various regulations and policies and all requirements will be referred to the Procurement and Supply Division.

Paid advertisements in newspapers and publications  
Stenographic reporting services  
Stream gaging and geological survey equipment  
Utility services (electricity, gas, water, steam, and sewerage)  
Subscriptions to periodicals, etc.  
Special protective equipment (clothing, glasses, etc.)  
(See DM 385-1-1 for safety shoes.)  
Office furniture and equipment or nonexpendable property items  
Printing, duplicating, and contract field printing (Ref DR 310-1-2)  
Publications (Ref DR 310-1-3)

b. Subscriptions, office equipment and property, printing and publications should be assigned a number and approved by the Office of Administrative Services.

15. Ordering Officers. All small purchases, including 44's, Imprest Fund, BPA's, etc., shall be accomplished only by duly appointed ordering or contracting officers. This includes emergency purchases. If an emergency condition exists, the ordering officer or Procurement and Supply Division shall be contacted by telephone for instructions. Requests for appointment of Ordering Officers authority to make small purchases shall be forwarded to the Procurement and Supply Division. The request shall specify the name of the person to be appointed, the type of documents and monetary limitation, and a summary of qualifications consisting of (a) brief description of current duties, (b) civil schools, (c) military schools, (d) previous experience considered pertinent, (e) type and duration of positions previously held, and (f) comments on evidence of business acumen, personality traits, ethics, etc. Ordering Officers are responsible for the proper processing of actions in accordance with this DM. Continued differences may cause withdrawal of an individual's ordering officer authority.

16. Numbering Purchase and Delivery Orders. Order numbers for Standard Form 44 and DD Form 1155 will be assigned by the organizational element or field office issuing the document. A complete order number will consist of (a) the appropriate activity address number, DACA45 (military) or DACW45 (civil), (b) the last two digits of the fiscal year, (c) the document code letter, A for



blanket purchase agreement, F for deliver order, M for purchase order and (d) the serial number consisting of four digits beginning each fiscal year with 0001 for Procurement and Supply Division and an alpha character and three numeric digits for field officer, (Example A001) for all other organization elements and field offices. Specific alpha character for each individual field officer or District element ordering officer is assigned by Procurement and Supply Division. Engineering Form 3455 Order Number Register, will be used to maintain a record of 44's and 1155's issued.

17. Field Procurements. Open-market procurements by designated Ordering Officers (see paragraph 15 above) are subject to the limitation in their appointment orders and the following limitations:

a. Purchases not in excess of \$1,000 may be accomplished without obtaining competitive quotations if the prices are considered reasonable, comparable priced item shall be distributed equitably among qualified suppliers. For purchases in excess of \$1,000, including calls under blanket purchase agreements, quotations shall be solicited from a reasonable number of qualified sources to assure that the procurement is to the advantage of the Government. Quotations may in some cases be obtained orally and limited to three suppliers in the local trade area. Written solicitations, however, should be used when (1) the suppliers are located outside the local area, (2) detailed specifications are involved, (3) a large number of line items are included in a single proposed procurement, and (4) obtaining oral quotations is not considered economical or possible.

b. Reasonableness of a proposed price should be based on competitive quotations. If only one response is received, or the price variance between multiple responses reflects lack of adequate competition, a statement shall be included in the contract file setting forth the basis of the determination of fair and reasonable price. This determination may be based on a comparison of the proposed price with prices found reasonable on previous purchases, current price lists, catalogs, advertisements, similar items in a related industry, value analysis, the ordering officer's personal knowledge of the item being procured, or other appropriate means. Written records of solicitation may be limited to notes or abstracts to show vendor or vendors contacted, prices, delivery, and any other informal historical data. When only one source is solicited, and additional notation must be made to explain the absence of competition. Regardless of the type of quote used, a good audit trail (documentation) of each action is essential.

18. Request for Quotation. A quotation is just that, a quotation. It is not a bid, and it is not a proposal. Negotiations may be conducted, additional quotes may be requested, etc., provided that all quotes are treated equally and auction techniques are not used.

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19. Service and Construction Requirements. All requirements for services of \$2,500 or over and for construction of \$2,000 and over shall be submitted to Procurement and Supply Division for processing Request for Quotation. This is necessary because of the Service Contract Act Rates required for service and Davis Bacon Rates for construction.

20. Source. The requiring office should submit, with the requisition, the names and addresses of known sources for the supply, service, or construction work.

21. Reporting Requirements for Field Activities.

a. The following information will be supplied for each purchase made on Purchase Order Form DD 1155 or Standard Form 44 by an authorized ordering officer (a contracting officer):

- (1) Small business, large business, nonprofit, or intragovernmental.
- (2) Minority or nonminority.
- (3) Sole source or competitive.
- (4) Women Owned Business.

b. The above information is needed to develop statistics on the percentage of purchases allotted to small business and minority business enterprises. If either of the forms contain predetermined blocks for listing this information, the forms shall be used. Otherwise, the information will be recorded on the copy of the form (remarks portion of SF 44 or block 7 of the DD 1155) which is submitted to the Procurement and Supply Division for review.

22. Expediting Delinquent Deliveries. Each organizational element responsible for the receipt, inspection, and acceptance of items covered by contractual documents issued by the Omaha District (except contracts administered by the Construction Division) will maintain an effective method for surveillance of the items of supply service to be delivered or performed. The office element responsible for receipt and acceptance of the item of material or service may initiate action to determine the cause of the delinquency and attempt to resolve the problems at the local level or contact the Procurement Branch of the Procurement and Supply Division for assistance. Each district and field element will submit to the Procurement Branch, a status report on all delinquencies which have not been resolved as of the 15th of each month. If a delinquency is resolved within a short time following the submission of the report, the Procurement Branch should be notified immediately.

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23. Equipment Loans by Vendors. A number of Corps Officers have accepted the "loan," "free use," "trial," or "extended demonstration" of office equipment from vendors. The loan or free use of equipment can be viewed as a conditional gift from the vendor to the Government and is, therefore prohibited. Nongovernment property will not be brought into offices without prior authorization from the Procurement and Supply Division. All offers of "free" use of equipment must be processed under similar administrative procedures to prevent potential embarrassment to individuals, vendors, the Corps and the Department of the Army.

FOR THE COMMANDER:



DAVID L. TALBOTT  
LTC, Corps of Engineers  
Deputy Commander

9 Appendices

~~APP A - DA Form 3953 (Sample)~~  
APP B - Imprest Fund  
APP C - SF 44  
APP D - DD Form 1155  
APP E - SF 344  
APP F - GSA Form 1348-1 (Sample)  
APP G - Competitive Bid Record  
APP H - SF 344 (Sample)  
APP I - Blanket Purchase Agreements

DISTRIBUTION:

A  
B  
MRDSD (6 cys)  
MRDED-L (2 cys)  
MROSD-P (25 cys)

APPENDIX A

<b>PURCHASE REQUEST AND COMMITMENT</b>		PURCHASE INSTRUMENT NO. See block entitled Purchase Order No.		REQUISITION NO. Fort Crook 83-0001		DATE 15 Aug 1931		PAGE 1 OF 2 PAGES	
TO: Purchasing and Contracting Officer		THRU: Your requisitioning Unit		FROM: Initiating Official					
It is requested that the supplies and services enumerated below or on attached list be: DELIVERED TO <span style="float: right;">NOT LATER THAN (Date)</span>									
PURCHASED FOR Self-Explanatory		Self-Explanatory		NAME AND TELEPHONE NO. OF PERSON TO CALL FOR ADDITIONAL INFORMATION		Self-Explanatory			
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)		REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY		Fund Certification		Self-Explanatory			
LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY		N/A		The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.		Self-Explanatory			
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM		Cost		ACCOUNTING CLASSIFICATION		AMOUNT			
DESCRIPTION OF SUPPLY OR SERVICES		QUANTITY UNIT		96X4902 Rev. Fund, CofE, Civil 96252 (VW5920000070-0)		N/A			
1. Range, electric, double oven with automatic oven control on both ovens, size 40, color: gold.		6 ea		1 Oct 85		N/A		N/A	
SAMPLE		SAMPLE		DISCOUNT		Self-Explanatory		Self-Explanatory	
DATE		TYPED NAME AND GRADE OF INITIATING OFFICER		TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE		SIGNATURE		Self-Explanatory	
DATE		TYPED NAME AND GRADE OF TELEPHONE NO. SUPPLY OFFICER		TYPED NAME AND GRADE OF DESIGNEE		SIGNATURE		Self-Explanatory	
N/A		N/A		N/A		N/A		N/A	

APPENDIX A Superseded by DR 715-1-2,

THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE

Self-Explanatory

Approved by commanding officer or his designee

PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.

DA FORM 3953  
1 AUG 76



Appendix B  
IMPREST FUND

1. Imprest Fund. An Imprest Fund is a cash fund of a fixed amount established through an advance of funds, without appropriation charge to an authorized imprest fund cashier to effect immediate cash payments of small amounts for authorized purchases of supplies and nonpersonal services.

2. Conditions for Use. Imprest funds may be used when all of the following conditions are present:

a. The transaction is not in excess of \$150.00 (\$300.00 under emergency conditions).

b. The supplies or services are available for delivery within 30 days.

c. The purchase does not require detailed specifications or technical inspection.

d. Imprest fund may also be used for payment of charges for local delivery, parcel post (including C.O.D. postal charges) and line haul or intercity transportation charges of \$75.00 or less for supplies ordered for payment from imprest funds when the vendor is requested to arrange for delivery.

e. Imprest fund shall not be used for, payment of salaries and wages, advances other than those authorized in DAR 3.607.4, or cashing checks or other negotiable instruments.

3. Receipt of material.

a. If the material is acceptable, the receiver shall stamp the supplies sale document received and accepted, date and sign the document, and pass it to the Imprest Fund cashier for payment. A suppliers sales document, a receipted Standard Form 1165 receipt for cash-subvoucher may be used to record the receipt.

b. If it is not practical to obtain delivery of material at destination on a C.O.D. basis, advance arrangements may be made for the material to be picked up. The Imprest Fund cashier may advance cash to an authorized individual to pickup and pay for the material.

c. Individuals receiving cash from the Imprest Fund cashier shall sign the interim receipt for cash portion of the Standard Form 1165. After purchase has been made the individual will return any unused cash to the imprest fund cashier with the necessary certification of receipt and acceptance, and cash payment, at which time the imprest fund cashier shall void the interim receipt for cash. Cash advanced should be accounted for daily.

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d. Certification of Cash Payment. The original receipt document (or copy tentored as the original) presented to the Imprest Fund cashier for payment shall be stamped with certification containing the following information:

Cash payment was received in full, amount paid, date of payment, and signature and title of supplier or his/her agent receiving cash payment.

Alternations or corrections to documents tentored for payment shall be initialed by the person making the change. Changes in the amount paid shall be initialed by the individual receiving the payment. If the suppliers receipt for cash payment is not obtained for purchases of \$15.00 or less, the Imprest Fund cashier shall complete the cash receipt document and have the person receiving the fund sign this document.

4. Reimbursement of Imprest Fund. The Imprest Fund maybe replenished as often as necessary, but no less often than monthly.

Appendix C  
STANDARD FORM 44

1. Conditions for Use. Standard Form 44 (Purchase Order-Invoice-Voucher) is designed for over-the-counter purchases only. It is a multipurpose form which can be used as a purchase order, receiving report, supplier's invoice and public voucher. Since there are no written terms and conditions included thereon, it is authorized for use when no other small purchase method is more suitable and the following conditions are satisfied:

a. The transaction is not in excess of \$2,500 for civil works and \$500.00 for military.

b. The supplies or services are immediately available.

c. One delivery and one payment will be made.

2. Preparation. Use typewriter or ball-point pen. All copies must be legible.

a. Enter date of order, order no., complete name and address of seller, and name and address of organization receiving items.

b. Complete columns headed Supplies or Services, Quantity, Unit Price, Amount, Total, Discount Terms and Date Invoice Received. Use adequate description and proper nomenclature in listing the items purchased. Applicable trade discounts are to be shown and computed in determining the total amount of the order. Discounts offered for prompt payment are shown in the Discount Terms block, otherwise show "Net." If the seller also uses a numbered sales document to record the transaction, it is recommended that this document be cited on the SF 44 following the listing of items purchased. The list of items may be continued on the reverse side of the form, however, the total amount of the purchase and an indication that items are continued on the reverse must be shown on the face of the SF 44.

c. The block "Agency Name and Billing Address" may be left blank.

d. Ordered by -- Signature with title as Contracting or Ordering Officer. Date invoice received block must be dated.

e. Purpose and Accounting Data -- Show complete accounting data. May also include requisition number or other pertinent information.

\* f. Seller's Signature -- Signature of the seller must be obtained on Copy 1 and legible on all copies, or the applicable sales document must be attached. If the sales document is attached all copies of the SF 44 are to show the sales document number. If no sales document is attached, state on the face of SF 44 "No Sales Document." The sales document may be the \*



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supplier's invoice, sales ticket, packing slip or any other sales instrument containing the following minimum information: supplier's name and address; list of items; quantity; unit prices and extensions; and discount terms.

\* g. If the SF Form 44 is to be used as a Receiving Report, the received by, title, and date blocks should be completed by the person receiving the item or services. This individual should normally be someone other than the Ordering or Contracting Officer, except in emergency situations or remote areas. Should it be necessary that the Ordering Officer also receive the supplies or services the reverse side of the SF 44 copy number four shall state "purchase confirmed by" to be signed and dated by a Government Employee other than the one ordering or receiving. \*

h. In the remarks block of SF 44, Copy No. 4, the following must be entered as applicable:

- (1) Small, large, nonprofit
- (2) Minority
- (3) Sole source or competitive
- (4) Women owned

### 3. Distribution and Processing.

a. When orders are initiated by Procurement and Supply Division, Copy 4 will be withdrawn and the remaining copies given to the operating unit that will receive the items and process the order for payment. All other Ordering Officers will forward Copy 4 to Procurement and Supply Division.

b. Copy 2 is the seller's copy. If requested by him/her, the receipt is to be completed after Copy 2 is removed from the form.

c. Use as a Receiving Report (Reference DM 37-2-3).

Appendix D  
DD FORM 1155

1. General. DD Form 1155, Order for Supplies or Services, is used as a purchase (open market) or delivery order (GSA or other contract) and provides the order, receiving and inspection report and property voucher in one document. If additional space is needed, Standard Form 36, Continuation Sheet, will be used.

2. Conditions for Use. DD Form 1155 may be used as a purchase order for the procurement of supplies, nonpersonal services, and construction work not in excess of \$25,000. It may be used without monetary limitation as a delivery order for the purchase of supplies and services under existing GSA or other authorized contracts (see para 10 for special instructions).

3. Preparation.

a. The order is a 10-part manifold form and all 10 copies will be prepared.

b. Preparation is largely self-explanatory; however, specific information for certain blocks is as follows:

(1) Block 8: F.O.B. destination shall be specified unless there are valid reasons to the contrary. If "Other," check this block and insert appropriate instructions or conditions in the schedule, such as "F.O.B. Chicago, Illinois. Ship prepaid and show transportation charges as separate item on invoice. If in excess of \$100.00, transportation charges will be supported by a copy of freight bill marked paid."

(2) Block 10: Show definite calendar date by which delivery of items or completion of services is required.

(3) Block 12: If discount terms (for prompt payment) are net, show "Net."

(4) Block 13: For all orders except blanket purchase agreements, insert "See Block 15."

(5) Block 15: Insert "Finance & Accounting Branch, USAED Omaha, P.O. Box 547, DTS, Omaha, NE 68102, 402/221-3953."

(6) Block 16: If purchase order, insert appropriate reference to quotation or basis for order. If there is sufficient competition among small business concerns for a required product the order shall be set aside for small business and the authority in block 16 of DD Form 1155, "10 USC 2304 (a) (3)" shall be changed to "10 USC 2304 (a) (1)" to reflect total set aside for small business. Reference paragraph 6 and DAR 1-706.1 and 706.5.

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(7) Block 24: Copy 1 will be manually signed and dated. The signature shall show through the remaining nine copies to the extent possible. Then each copy intended to have the same force and effect as the original (Copies 2 and 3), shall be stamped "DUPLICATE ORIGINAL."

4. Distribution of DD Form 1155 Prepared by Supply Division.

Copies 1, 4 and 10	Finance & Accounting Branch
Copy 2	Contractor (See note below)
Copy 3	Procurement & Supply Division
Copies 5, 6, 7, and 8	Requisitioning Unit
Copy 9	Reserved for special distribution

NOTE: If order provides for advance payment, Copy 2 is also forwarded to Finance & Accounting Branch.

5. Distribution of DD Form 1155 Prepared by Field Offices.

a. Distribution must be made not later than the morning of the first working day after preparation.

b. Normal distribution:

Copies 1, 4 and 10	Finance and Accounting Branch
Copy 2	Contractor
Copy 3	Field Office Procurement File
Copies 5, 6, 7, and 8	Requisitioning unit
Copy 9	Procurement & Supply Division

c. Confirmation Order (All items received): Copies 1, 4, 5, 10, and 8 when applicable, with ENG Form 4480, to Finance and Accounting Branch. Remaining copies distributed as in b above.

6. Use as a Receiving Report. (Reference DM 37-2-3)

7. Receiving reports are not required for orders which specify advance payment or cover subscriptions to newspapers, periodicals, etc. In these instances, the requisitioning unit submits SPN Form 546 or ENG 4480 to the Finance & Accounting Branch as soon as the order is issued. In the case of "advance payment" orders, the SPN 546 or ENG 4480 will be marked "Advance Payment."

8. Confirming orders. If issued prior to receipt of items and confirming a verbal or telegraphic order, an appropriate notation should be shown in the schedule such as "Confirms verbal order to Mr. Smith on 2-14-68. DO NOT DUPLICATE." If the items are already received, Block 10 should show the date

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of receipt and the schedule annotated such as "CONFIRMATION ORDER--DO NOT DUPLICATE."

9. Modifying Orders. Standard Form 30 shall be used to modify orders for administrative or other changes. Administrative changes do not require contractor acceptance. To otherwise modify a purchase order, and if not previously included in the order, the Additional General Provisions (Clauses 17-20 on the reverse of DD Form 1155) shall be incorporated by reference in the Standard Form 30 and the contractor acceptance obtained by his/her signature in the space provided. DELIVERY orders are not subject to any provisions on the reverse of DD Form 1155. A superseding DD Form 1155 shall not be used to issue a change to an outstanding order.

10. Special Instructions. The following types of orders will be issued only by, or with, the prior approval of the Procurement and Supply Division: (a) those involving Government-furnished property; (b) for the procurement of services subject to the Service Contract Act, (c) construction subject to the Davis-Bacon Act (wage rates) and (d) establishing blanket purchase agreements (charge accounts). In block 7 of the number 9 copy of DD Form 1155 submitted to MROSD the following must be entered, as applicable:

- (a) Minority
- (b) Woman owned
- (c) Nonprofit
- (d) Noncompetitive
- (e) Competitive

Appendix E  
STANDARD FORM 344  
GSA FEDERAL STANDARD REQUISITIONING AND ISSUE PROCEDURE (FEDSTRIP)  
STANDARD OPERATING PROCEDURE

1. Reference paragraph 10a(1) of this DM 715-1-1 concerning items available from GSA depot stock. These instructions are to be followed in requisitioning items listed in the GSA supply catalog and supplement those in the FEDSTRIP Operating Guide. All forms, books, pamphlets, and miscellaneous printed matter shall be requisitioned from Forms Stockroom.

2. Requisitions will be prepared on multiuse standard requisitioning/issue system document, Standard Form 344. A sample of SF 344 is attached as Appendix H. In block 2, fill in the code of the appropriate GSA region to which the requisition is to be sent as shown in FEDSTRIP Operating Guide in the GSA supply catalog. All requisitions will use the Code 966501, which is the Omaha District identification in blocks 9-10. Other codes as indicated below and as appropriate will be used by each office preparing a requisition.

PREPARING OFFICE	SERIAL BLOCK 12	SUPPLEMENTARY		PROJECT BLOCK 19
		ADDRESS BLOCKS 14-15	FUND BLOCK 17	
District Office	0001			
Fort Peck Project Office	1001, 2, etc.	960300	01	FPK
North Dakota Area	2001, " "	966602	02	GAR
Oahe Project Office	3001, " "	966704	03	OAH
Big Bend Project Office	4001, " "	966701	04	BBD
Fort Randall Project Office	5001, 2, "	966702	05	FRD
Gavins Point Project Office	6001, " "	966703	06	GPT
Denver Resident Office	8001, " "	968282	12	DRE
Corps of Engineers OAS	9001, " "	966502	08	OAS
C of E Whse, Omaha	1101, " "	966503	09	WHS
Rocky Mountain Area	1201, " "	968280	10	RMT
Denver Real Est Office	1401, " "	968286	16	RED
Cherry Creek Dam	1501, " "	968285	12	CRK
Chatfield Res Office	1601, " "	968291	12	CFD
Twin Cities Res Office	1901, " "	966327	19	TCT
Omaha Dist Maint Base	3201, " "	966509	32	MBS
DMATC DEP	3401, " "	9665X0	34	TPC
Badger Area	3601, " "	965611	36	BGR
Pierre Real Est Office	3801, " "	966708	38	PIR
K.I. Sawyer AFB Res Office	3901, 2, etc.	965418	39	KIS
Wurtsmith AFB, Proj Inspector	4501, " "	965421	45	WUR
MRD West Center Road	4601, " "	966513	46	MRD

The serial numbers in block 12 must not be duplicated on any 1 day. Priority Designator Codes 08 or 15, as appropriate, may be used in block 20.

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Advice Codes 2B, 2C, or 2J, as applicable, may be used in block 22. Slashing 0 means the number 0 and O means the letter O. Slash zeros in all blocks as shown in the sample requisition.

3. The multiuse requisitions will be prepared and distributed as follows:

a. The Procurement and Supply Division will prepare Standard Form 344 for Headquarters Omaha District requirements based on submission of a DA Form 3953 by the requiring element. Field activities of the Omaha District will prepare their own Standard Forms 344. The original signed copy of multiuse requisition shall be sent directly to the regular GSA supply source. Three signed copies when civil funds are cited or four signed copies when military funds are cited are to be sent to Finance and Accounting Branch. One signed copy shall be sent to Procurement and Supply Division, and one copy will be retained.

b. Telephone or verbal orders may be placed with GSA, however, multiuse requisitions must be prepared when the transaction is not considered a store sale under which a cash register tape is furnished by the GSA store upon receipt of the items. Notation of placement of a telephone or verbal order shall be shown on the multiuse requisition as indicated on sample Form 344 (see APP D). GSA may require a copy of the multiuse requisition, however, this is to be determined by GSA employee with whom the order is placed. Distribution of copies of multiuse requisitions covering telephone or verbal orders shall be made in accordance with paragraph 3a above.

c. Field office requisitions will be signed and dated by an ordering officer per attached sample. Each requisition, regardless of number of pages, will be identified by a symbol used for the project code (block 19), as shown on the sample.

4. Receipting for items will be accomplished as provided in paragraph 6f of DM 37-2-3. Appendix F is sample DD Form 1348-1 accomplished for nonexpendable items as required by DM 37-2-3, and on which additional entries are to be made as follows:

a. Enter cost code in Block D.

b. Employee checking in the item signs and dates Block 7.

c. Enter quantity and nomenclature for nonexpendable items in Blocks T, U, and V.

d. Enter statement regarding loss or damage of \$15.00 or more, if applicable, across Blocks W, X, and Y. See Paragraph 4c, DM 735-1-2 for preparation of Discrepancy in Shipment Report.

- e. Responsible Employee signs Block 14 for nonexpendable property.
  - f. In Block 15 enter Requisition Symbol Number used to identify the basic Multiuse Requisition.
  - g. Entries (a), (b), (c), (e), and (f) will be made in long-hand. Entry when applicable, may be typed if space is insufficient.
5. Damage or discrepancies (both over and short, and over \$15.00) in shipments received from GSA are to be handled in accordance with Paragraph 4c of DM 735-1-2.
6. Follow-up documents must be submitted in FEDSTRIP format as explained in Chapter 3, Paragraph 3 of the FEDSTRIP Operating Guide. Multiuse Standard Requisitioning/Issue System Document, Standard Form 344, shall be used and shall contain the same information including the date that appeared on the original requisition for the line item(s) involved except for (a) the document identifier (Data Block 1) which should be "AF1" to indicate follow-up, (b) the routing identifier (Data Block 2) if changed by a supply status card. The original copy of the follow-up document should be mailed directly to the last known supply source and one copy should be retained for the procurement file of the requisitioning unit. Information copies are not to be furnished the District Office.
7. The F&A Branch must be notified promptly when any requisition are wholly or partially cancelled.
8. Any questions or problems concerning the use of FEDSTRIP should be referred to the Procurement and Supply Division.

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Appendix F

SAMPLE GSA FORM 1348-1

STOCK OR PART NUMBER										DOCUMENT NUMBER										SUPPLEMENTARY ADDRESS										PROJECT										RECEIVED DATE										UNIT PRICE																																																																																									
PSC										RIIIN										ADL										SERIAL										DATE										REQUISITIONER										SUPPLY										FUND										DISTRIBUTION										PROJECT										RECEIVED DATE										ADVANCE										RI										UNIT PRICE									
ASAGA445120001487917										SE										196650132510007										966502K05										OAS15										23GA0										2035																																																																															
SHIPPED FROM										SHIP TO										MARK FOR										PROJECT										TOTAL PRICE																																																																																																			
																														VW6020040-0										2035																																																																																																			
WAREHOUSE LOCATION										TYPE OF CARGO										UNIT PACK										UNIT WEIGHT										UNIT CUBE										UPC										NMFC										FREIGHT RATE										DOCUMENT DATE										MAT. CO. NO.										QUANTITY																																							
P										S										H										5										1.000										.770										K										L										M										N										O										A										B										C									
SUBSTITUTE DATA (FROM ORG. REQUESTED)										FREIGHT CLASSIFICATION NOMENCLATURE										ITEM NOMENCLATURE										WRENCHES NOI WITHOUT ATTACHMENTS										WRENCH SET, COMBINAT																																																																																																			
DAMAGE NOTATION, IF APPLICABLE										SELECTED BY AND DATE										TYPE OF CONTAINER										TOTAL WEIGHT										RECEIVED BY AND DATE										INSPECTED BY AND DATE																																																																																									
										See PAR 4-19 FR T35-1-1																														10/3/84 Fred Jones																																																																																																			
PACKED BY AND DATE										NO. OF CONTAINERS										TOTAL CUBE										WAREHOUSED BY AND DATE										WAREHOUSE LOCATION																																																																																																			
REMARKS										AA										CC										DD										EE																																																																																																			
FIRST DESTINATION ADDRESS										DATE SHIPPED										PPDM 83265 ROUTINE PPDM										966502 OAS * 1005 4A710436																																																																																																													
TRANSPORTATION CHARGEABLE TO										14 D/O, AND/OR RECEIVER'S SIGNATURE (AND DATE)										15 RECEIVER'S DOCUMENT NUMBER																																																																																																																							
										John Smith										Reck Symbol 05-83-200																																																																																																																							

GENERAL SERVICES ADMINISTRATION  
GSA FORM 1348-1 (REV. 9-66)

SINGLE LINE ITEM RELEASE / RECEIPT DOCUMENT  
11500-200



Appendix G  
COMPETITIVE BID RECORD

1. Condition for Use. The MRO Form 525 will document for the record all solicitations of quotations from a reasonable number of qualified sources of supply, to assure that the procurement is to the advantage of the Government, prices and factors considered, including the administrative cost of the purchase. Generally, solicitations shall be limited to three suppliers and, to the maximum extent possible, shall be restricted to the local area of either the purchasing or the receiving activity. If practicable, two sources not included in the previous solicitation should be requested to furnish quotations. Quotations should generally be solicited orally when practicable. Construction and other complex requirements should be in written form. Written solicitations should be used when (1) the suppliers are located outside the local area, (2) special specifications are involved, (3) a large number of line items are included in a single proposed procurement, or obtaining oral quotations is not considered economical or possible.

2. Preparation. Use typewriter or ball point pen. All entries must be legible.

Requisition No.	Enter number from Requisition Log
Contract No.	Enter GSA Contract Number if applicable
Order No.	Enter DACW45 - (Civil)      DACA45 - (military)
Ship To	Enter the name and address of the shipment point
F.O.B.	Enter (x) in the appropriate block, F.O.B. Destination Origin (freight charges invoiced as a separate item)
Quote Date	Enter the date that quote was made, whether oral or written
Oral/Written	Self Explanatory
Contractor	Enter full name, address, city, state, <u>telephone number</u> of prospective contractors solicited.
Unit of Issue	Self Explanatory
Quantity	Self Explanatory
Description	Describe the supplies or services to be procured in language to avoid confusion as to intent

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Unit Price            Self Explanatory

Total Price         Self Explanatory

Justification of Sole Source - When only one (1) source is solicited an additional notation must be made to explain the absence of competition.

Discount             Self Explanatory

Delivery             Self Explanatory

Appropriation       Self Explanatory

Justification of Fair and Reasonable Price

NOTE: Reasonableness of a proposed price should be based on competitive quotations. If only one response is received, or the price variance between multiple responses reflects lack of adequate competition, a statement shall be included on the Competitive Bid Record setting forth the basis of the determination of fair and reasonable price. This determination may be based on a comparison of the proposed price with prices found reasonable on previous purchases, current price lists, catalogs, advertisements, or similar items, or personal knowledge of the item being procured. Occasionally, an item can be obtained only from a supplier who quotes a minimum order price or quantity, which either unreasonably exceed stated quantity requirements, or results in an unreasonable price for the quantities required. In this case this may constitute a sole source situation.

Name                 Self Explanatory

Date                  Self Explanatory

## H-1

1	2	3	DOCUMENT NUMBER	13	14-17 SUPPLEMENTARY ADDRESS	18	19	20	21
DIC IDEN	ROUTING IDEN	M A S	9-10 REQUISITIONER 11. DATE	D E	FUND	SAC	PROJECT	PRI ORITY	REG'D DELIVERY DATE
1-3	4-6	7	30-35	AA	51	52-53	54-56	57-59	60-61
AQA	GSA	H	966501	3178	K Ø3	966704	OAH	15	

SIGNATURE (If required)  
*Niel F. Herman*  
NEIL F. HERMAN, Ordering Officer  
6/27/83

NOTE: Entries in shaded blocks may be in either the  
FIXED (F) or VARIABLE (V) sections — NEVER in  
both.

[illegible]

Appendix I  
BLANKET PURCHASE AGREEMENTS

1. Purpose. This appendix prescribes uniform procedures for establishing and processing Blanket Purchase Agreements (BPA).
2. Applicability. All elements of the Omaha District.
3. References.
  - a. DAR Sec 3, Part 605.
  - b. ADARS Sec 3, Part 6.
  - c. ER 1180-1-1, Sec 3, Part 6.
4. General. A Blanket Purchase Agreement is a simplified method of filling anticipated repetitive needs for small quantities of supplies or services by establishing "Charge Accounts" with qualified sources of supply. Blanket Purchase Agreements are designed to reduce administration costs in accomplishing small purchases by eliminating the need for issuing individual purchase documents.
5. Limitation.
  - a. A Blanket Purchase Agreement may not be used -
    - (1) for supplies or services for which unpriced orders should be used, e.g., repair services where disassembly of the item to be repaired to determine the nature and extent of repairs or where the exact price of repair services is not known;
    - (2) when suppliers have Brand Name Contracts for commissary resale items.
  - b. To the extent practicable, Blanket Purchase Agreements for items of the same type should be placed concurrently with more than one supplier.
  - c. BPAs will be established in the Omaha District upon receipt of a request from the elements.
6. Authority. Responsibility for the function of the placing of calls against a BPA rests with the individual designated on the BPA.

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a. Individuals, other than ordering officers, may be authorized to place calls under a BPA.

b. A list of names of individuals authorized to place calls under the agreement, identified by organizational component, the dollar limitation per call, and total for 1-year period, shall be furnished the Procurement Branch.

c. Individuals authorized to place calls under a BPA will:

(1) Ensure that calls are distributed equitably among suppliers.

(2) Ensure that they have ready access to price lists or catalogs.

(3) Ensure that orders are not split to evade monetary limitations.

(4) Refer all cases where prices are not considered reasonable to the Contracting Officer for determination.

(5) Not delegate their authority to other individuals.

d. The use of BPAs shall not relieve the individuals of the responsibility for judicious buying at advantageous prices and knowledge of items purchased and the current market price of such items.

7. Competition. Calls against Blanket Purchase Agreements shall be placed in accordance with the following:

a. Calls not in excess of \$1,000.00:

(1) Do not require competition, if prices are considered reasonable. The administrative cost of verifying fair and reasonable price may offset potential savings. Competitive prices for requirements not in excess of \$1,000.00 will, therefore, be obtained only when those authorized to place calls have reason to believe that the price quoted is unreasonable.

(2) Shall be equitably distributed among qualified suppliers.

(3) Shall have documentation of calls limited to essential information, generally limited to a one-line entry. (See Appendix I-4).

b. Calls in excess of \$1,000.00.

(1) Quotations shall be solicited from at least three (3) qualified sources to assure the purchase is to the advantage of the Government.

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MRO Form 1621a I-4 GENERAL PURPOSE WORK SHEET (8 x 10½)

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\*on existing BPAs, a Disposition Form (DA Form 2496) is required listing the BPA Number, what names to add and/or to delete and the effective date of this action. The Procurement Branch will issue a modification against the BPA to reflect the necessary changes. \*